**HUMAN RESOURCES MANAGER**  
**POSITION DESCRIPTION**

**ABOUT RIT DUBAI**  
RIT Dubai, a not-for-profit university founded in 2008, provides world-class post-secondary educational programs in the United Arab Emirates for students and professionals from across the globe. The University is an international location of Rochester Institute of Technology, located in Rochester, New York, USA, one of the ten largest private universities in the United States. In addition to holding accreditation from the Middle States Commission on Higher Education in the United States, RIT Dubai is also accredited locally by the UAE Ministry of Higher Education and Scientific Research and is licensed by the KHDA in Dubai. Our business programs also have the distinction of being accredited by the prestigious Association to Advance Collegiate Schools of Business (AACSB). RIT Dubai’s vision is to be the premier provider of career-focused education in the region. RIT Dubai students are part of a new and exciting learning environment, one that is dedicated to the development of students’ competencies in engineering, business, information technology, service leadership, and innovation.

**THE POSITION**  
Reporting to the Assistant Vice President of Finance and Administration, the HR Manager will assist in the development and implementation of an excellent HR service to the University. The post will provide support in a wide range of strategic and operational university and HR initiatives and will work closely with various departments towards achieving objectives.

The HR Manager is responsible for providing overall direction of human resources operations and support across all employee types including faculty and non-faculty employees. This includes the implementation and interpretation of University HR policies, providing consultation and advice on HR issues and concerns, and developing and implementing RIT Dubai’s HR strategies and plans within the work unit, in support of RIT Dubai strategic objectives.

The position will supervise subordinate human resources staff as applicable and be responsible for assuring that the unit’s personnel actions and activities are compliant with local regulations and University policies.

**KEY DUTIES**

- Development, implementation and maintenance of best practice HR Policies, specifically in the area of Recruitment and Selection with a particular focus on developing strategies to recruit and retain employees.

- Manage faculty and non–faculty employees induction

- Provide management, oversight and guidance on employee relations issues, working effectively with employees and leaders to resolve conflict and increase mutual understanding in a respectful environment
• Responsible for development and implementation of HR initiatives such as performance management, employee development and leadership development

• Building positive relationships across the University to enhance the department’s reputation and to effectively communicate to HR related topics across the university

• Guide employees on questions or issues regarding benefits, time reporting, gratuity, medical insurance, housing benefits, education allowance or annual leave in conjunction with UAE Labor Law and the University Policy.

• Develop assessment techniques and evaluate staff development and training programs, methods, and materials and makes or recommends improvements when applicable. Ensure that cross organization training and development programs are in line with budget constraints.

• Conduct special studies and analyses of personnel programs and policies, assists in the development of information systems and processes to aid in department management decisions.

In addition, the candidates will be expected to have the following skills and competencies:

• Excellent and interpersonal skills with a proven ability to build positive relationships with key stakeholders and colleagues at all levels

• Strong organizational and prioritization skills, with the capability to manage multiple priorities with competing priorities/deadlines

• Excellent analytical skills including attention to detail combined with the skill to communicate concisely with senior colleagues

• Ability to work independently and proactively and respond to the changing demands that arise in a challenging University environment

QUALIFICATIONS FOR THE POSITION

REQUIRED:
Educated to degree level (Bachelors Degree minimum)
• A minimum of 3 years’ relevant experience working in management or leadership HR position or 8-10 years’ experience in a non-supervisory HR Manager position responsible for broad HR support of a department/organization.

• Experience in employee relations, recruiting, performance management, and leadership development

PREFERRED:
• International HR experience in conjunction with a sound knowledge of employment legislation and UAE labor law

• HR experience working in higher education

• Experience with HR Information Systems
APPLICATION AND NOMINATION

Please email your application to careersdubai@rit.edu and include the following items in your application:

- Subject line must include the source, your name and position you are applying for; (Mr. John Smith – Human Resources Manager)
- Cover letter detailing your technical/professional qualifications and achievements in alignment with the responsibilities and requirements of the position
- Resume or curriculum vitae
- Contact information

Application review will begin immediately and continue until a candidate is found. Only shortlisted candidates will be contacted. For more information please visit RIT Dubai website at www.dubai.rit.edu.